# Warner Robins ALC

## Directorate of Contracting

*Developing, Fielding, and Sustaining America's Aerospa*

# PK IT OPPORTUNITIES for IMPROVEMENT

**09 December 2002**

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**WR-ALC/PKXD**

U.S. AIR FORCE

*Integrity - Service - Excellence*

# J041 Opportunities for Improvement

- **J041 Data Accuracy**
  - **Audit Report on Delinquent Deliveries (Nov 2002)**
  - **As of Jan 02, WR-ALC had 396 delinquencies totaling over 60 mil**
    - **Recommendation 1 – Establish a standardized process to review and analyze J041 delinquency reports and update J041 as appropriate**
    - **Recommendation 2 – Emphasize the importance of monitoring and resolving delinquencies**
  - **Personnel responsibility in AFMCMAN 64-104, Vol 3, Chap 9 & 10**
  - **J041 Data Elements in AFMCMAN 64-104, Vol 1, attachment 3**
    - **Item Critically Code, Contract Delivery Date Revision Agent, Reason for Contract Delay, Forecasted Delivery Date, CAO Recommendation, Formal Action Code**

# Other Opportunities for Improvement

- **J041/PR**
  - **Please insure PRs are in J041 at time of award and award actions are submitted to J041 timely**
- **UCAMS**
  - **Please send copy of AFMC 224 to Barbara Lambert, PKXD**
- **NAFI**
  - **Please post all contractual actions electronically to NAFI**
  - **Perform other distribution electronically when possible**
  - **Note on FL165 what electronic distribution was done**
- **DD 350s**
  - **Please submit timely and accurate**
- **AFMC 453s**
  - **Please submit timely and accurate**
  - **Submit 453 for every contractual action**
  - **Include option dates on 453**
- **PC Files**
  - **Please store files under PK directory and back them up**

# R2M Opportunities for Improvement

- **R2M**
  - **Official file is electronic in R2M**
  - **Pre-promote at time of distribution**
  - **Ensure electronic files are properly maintained**
  - **DD350s need to match copy submitted to ACPS with report number**
  - **Electronic copy of contract with scanned signature page only**
  - **Adobe Acrobat Full Version for converting documents**
  - **Import electronic documents/emails rather than printing/ scanning**
  - **Use electronic review for PKP and JA**
  - **File layouts changed/improved**
  - **Requested enhancements coming soon**